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NASA Procedural Requirements

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 (NASA Only)

Subject: NASA Equipment Management Procedural Requirements

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Chapter 2: Equipment Acquisition

2.1 Equipment Acquisition

2.1.1 Purpose. To establish uniform guidelines for the administration of equipment acquisition concerning property control and the logistics organization, including the preparation and coordination of equipment specifications, identification of unique equipment, and the approval to acquire the equipment. Receipt of any equipment that has not come through the Central Receiving will immediately be reported by the customer to the Equipment Manager. NASA equipment shall be acquired and used only to support official program or institutional operations. Equipment includes all items of property configured as mechanical, electrical, or electronic tools and apparatus, which function independently or in conjunction with other equipment that has a useful life of two years or more, and is not consumed in an experiment. This section applies to equipment-using organizations and controlled equipment which is acquired and used by NASA Centers. Controlled equipment is defined in Appendix A, Definition of Terms. This chapter sets forth administrative requirements for the acquisition and use of new or replacement equipment. NASA contractors are required to acquisition equipment in accordance with the FAR and NASA FAR Supplement.

2.1.2 Developing Cost Estimates

2.1.2.1 Preparation of supporting documentation (detailed explanation justifying project requirements) is required for all cost estimates involving capital equipment (\$100K, with a useful life of two or more years) to be acquired with funds from the following sources:

- a. Human Space Flight (HSF).
- b. Science Aeronautics and Technology (SAT).
- c. Mission Support (MS).

Additionally, this requirement applies to items costing \$250,000 or more or items collectively costing \$1 million or more for the same purpose.

2.1.2.2 Centers shall be required to provide supporting documentation for all equipment items and related facility projects that meet the capital equipment acquisition dollar levels.

2.1.3 Identification of Unique Equipment

2.1.3.1 Specialized equipment items or equipment systems generally not commercially available which, by design or function, may be subsequently redistributed and used for other purposes shall be designated as unique equipment at the time the equipment becomes inactive. The responsible division director or chief will make this determination in coordination with the NEMS equipment manager. When unique equipment becomes inactive, it must be reviewed throughout NASA for other use, following the screening procedures.

2.1.4 Equipment Acquisition Documents

2.1.4.1 Copies of purchase orders or documentation supporting the estimated costs of fabricated or prototype items may be used.

2.1.5 Procedures for Approving All Capital Equipment Acquisitions

2.1.5.1 These procedures shall establish equipment-approval authority at a level which ensures that the approving officer is knowledgeable of the overall equipment requirements, the Center Director's equipment acquisition policy, and other Agency policy. The approving official will ensure that a review of the requirement is made by technically qualified personnel, preferably independent of the requiring office, and shall ensure that coordination is effected with any offices functionally responsible for management and control of the equipment. Examples of equipment that are subject to such reviews are transportation, photographic, automatic data processing, aircraft, safety, and weapons.

2.1.5.2 Prior to acquisition of an item valued at more than \$25,000, the contracting officer will ensure that appropriate consideration has been given to the Agency's existing equipment assets and that screening efforts have been accomplished through the Center's Disposal Office.

2.1.5.3 When transfer or loan from another Government agency or NASA Center is involved, the SEMO and requesting organization should be contacted for shipping and handling instructions. Requests for NASA Headquarters assistance in obtaining equipment from other Government agencies shall be coordinated by the SEMO, the Property Disposal Officer, and, if needed, the Headquarters (Agency) Logistics Manager.

2.1.6 Prescreening of NASA Property Disposal Management System (NPDMS)

2.1.6.1 For an item of equipment estimated to cost more than \$25,000, the requesting office should contact the Center Property Disposal Officer for the prescreening of NASA NPDMS records prior to initiation of a procurement request. Screening should be done to determine the availability of candidate equipment that may satisfy the requirement and, thus, avoid a new acquisition. This informal prescreening technique is designed to reduce lead time and paperwork in the event that existing equipment can be used. Also see Chapter 4.2. and Appendix D.

2.1.7 Approving Contractor Proposals for Equipment

2.1.7.1 Contractor proposals for equipment acquisition shall be processed and administered pursuant to the guidelines set forth in the FAR and NASA FAR Supplement and shall be submitted to the responsible contracting officer for approval.

2.1.8 Equipment Subject to Special Controls and Reporting Requirements

2.1.8.1 Additional special controls and reporting requirements are established for the following equipment:

2.1.8.2 Motor Vehicles. Separate annual calls are made for the Office of Management and Budget (OMB) and congressional budget submissions. Specific policies and procedures for the authorization, acquisition, utilization, and disposal of vehicles are set forth in NPR 6200.1, NASA Transportation and General Traffic Management. Federal Property Management Regulations, Amendment G-47, requires that passenger-carrying vehicles and trucks achieve a fleet average fuel economy as established by the Secretary of Transportation. In this regard, purchase requests and documentation submitted to the General Services Administration must include a NASA Form 925, Motor Vehicle Authorization and Certification, which has been approved or certified by the Logistics Management Team, NASA Headquarters.

2.1.8.3 Aircraft. The policies and procedures for aircraft acquisition are set forth in NPD 7900.4, Aircraft Operations Management and NPR 7900.3, Aircraft Operations Management. The requirements herein are for accountability and control.

- a. To ensure accountability, control, and visibility of NASA aircraft, the Center Aircraft Management Officer (AMO) shall provide data to the Center SEMO for inclusion into the NEMS equipment file.
- b. The AMO shall identify the purpose and use of all NASA-owned aircraft, active and inactive (e.g., decommissioned, displayed, parts, program support, research). The AMO will identify aircraft obtained solely for spare parts or for future programs; these aircraft shall be accounted for in NEMS as a spare parts aircraft. The purpose and use may be incorporated into the item name or documented in the local data field.
- c. The AMO shall identify on the NEMS record the Federal Aviation Administration Registry Number or the NASA tail number of each aircraft. The number will be entered into the Unique Equipment Number field of the record.
- d. The AMO must submit a Cannibalization/Modification Request (NASA Form 1617) for each aircraft acquired or identified as a spare parts aircraft. The SEMO and the Center Deputy Chief Financial Officer must be notified annually by the AMO of all value adjustments, or when the value of the aircraft drops 10 percent or more. The Cannibalization/Modification Request form will be reviewed, approved, and maintained on file and cost-value adjustments shall be processed accordingly. Based on the information provided by the AMO, the Equipment Manager will ensure that the NEMS equipment record for aircraft is accurately updated.
- e. Center-owned aircraft and stock shall be under appropriate Center inventory and financial accounting controls.

Annual physical inventories of Center-owned aircraft, including (aircraft) spare parts, shall be taken to determine the accuracy of the records in the NEMS control system. Adjustments shall be made to ensure that financial statements are accurate. The results shall be reconciled by the AMO and the SEMO and forwarded to the Center Deputy Chief Financial Officer.

2.1.8.4 System. Where components are assembled into a system, a Parent record needs to be established in NEMS to record the aggregate value of the system for financial reporting purposes. The following process is provided:

- a. Assign an Equipment Control Number (ECN) NEMS tag to the item of equipment for tracking purposes. A new ECN is required, not the ECN of any component. The Parent record will be virtually tagged (see section (3.2.4).
- b. The NEMS Parent Child Capability (PCC) must be used in order to attach the Parent record to all tagged components (Children) that comprise the system, as well as to identify the value of all non-tagged components.
- c. No subsequent activity (e.g. loans, repairs, transfers, disposals) of a component (Child) attached to a Parent record is performed until the component has been removed from the Parent record. Adding or removing components will result in the value of the Parent record changing accordingly. The capital value of individual components will be rolled up into the capital value of the Parent record and removed from the component. Removing a component from a Parent record will result in the component regaining any capital value that it had before it was added.

2.1.9 Equipment Acquired for Use in Mission Support Under the Space Tracking and Data Systems Program

2.1.9.1 The acquisition of space tracking and data systems equipment shall be subject to the Work Authorization Document (WAD) procedures established by the Space Operations Program. The acquisition of all tracking and data acquisition equipment shall be administered only in accordance with these established procedures.

2.1.9.2 The Deputy Associate Administrator for Space Communications, Office of Space Flight Operations, shall provide to the SEMO input for the congressional budget for WAD-approved equipment acquisitions as set forth in the annual budget call. In addition, by November 15 of each year, the Office of Space Flight shall provide a report for the preceding fiscal year of actions taken by Centers for the acquisition of equipment as required.

2.1.10 Fabrication of Equipment

2.1.10.1 Equipment that is fabricated at or by a NASA Center shall be sufficiently identified to enable appropriate Federal Supply Class identification and equipment accountability.

2.1.10.2 Documentation for, and description of, fabricated equipment shall be developed and furnished to the SEMO for use in determinations regarding the physical control of such items.

2.1.11 Acquisition of Office Furniture

2.1.11.1 Before purchasing new office furniture, the acquiring activity will check the local excess inventory for items that can be reused. Items of office furnishings costing \$5,000 or more shall be controlled, as set forth in Chapter 3, Equipment Administrative Procedures and Use, of this NPR.

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